

**Date: 24-04-2017**

**NOTICE**

The second meeting of the IQAC for the academic year 2016-17 will be held on **Tuesday 2<sup>nd</sup> May 2017 at 10.00 a.m.** in the Board Room in the college premises.

The **agenda** of the meeting is as follows:

1. Welcome Address- Dr. R.B. Patil (Principal)
2. Measures initiated during the second half of the academic year 2016-17 – Dr. Meenakshi Bawa (Coordinator)
3. Plans for the academic year 2017-18
4. Any other business with the permission of the Chair

We kindly request you to attend the meeting. We look forward to your valuable suggestions and active participation which will go a long way in enhancing and sustaining the quality of education in our institution.

(Dr. R. B. Patil)  
Principal &  
Chairperson, IQAC

## MINUTES OF THE IQAC MEETING HELD ON 2<sup>nd</sup> MAY 2017

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The following members were present for the meeting:

1. Principal Dr. R.B. Patil
2. Vice Principal Shri. V.V. Sail- Member
3. Shri. B.V. Kolekar – Associate Professor - Member
4. Mrs. Rochana Kharangate – Associate Professor- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Shri. Ashish Joshi – Associate Professor- Member
7. Dr. Ramesh V. Gaonkar- Member  
(Ex. Principal, Parvatibai Chowgule College, Margao)
8. Advocate Dileswar Naik- Member.
9. Mrs. Lalita Joshi – Special Invitee  
Director, Planning & Development Wing, Murgaoon Education Society
10. Shri. B.S. Ingalhalli – Associate Professor- Member
11. Shri. Dilip Lotlikar- Head Clerk- Member
12. Shri. Suresh Shenoy– Accountant- Member
13. Ms. Shreya Singh -Ladies Representative, College Council -Member
14. Dr. Meenakshi Bawa - Co-ordinator

The Principal, Dr. R.B. Patil, welcomed the members of the IQAC. In his welcome address, Dr. Patil stated that quality enhancement is a continuous process and the college aims at improving quality in higher education. Dr. Patil informed the members that M.E.S. College has been ranked among the top 101-150 colleges in the country under the NIRF, a methodology adopted by the MHRD, Government of India, to rank all institutions of higher education in India. A number of initiatives have been taken by the Institution during the course of the academic year 2016-17. The plan for automation is ready and we are awaiting the approval from the Management.

The coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 1<sup>st</sup> December 2016.

Dr. Meenakshi Bawa made a presentation on the **critierion-wise measures initiated in the second half of the academic year 2016-17 on the basis of the recommendations of the IQAC meeting held on 1<sup>st</sup> December 2016.** They were as follows:

**Criterion I (Curricular Aspects):**

- The institutional feedback form was administered to BA/BCom Sem VI students in March 2017.
- Feedback from parents was administered on 9<sup>th</sup> December 2016 and an analysis was made of the same.
- The feedback from alumni will be administered in 2017-18.

**Criterion II (Teaching, Learning and Evaluation):**

- We have obtained NOC from the Directorate of Higher Education, Government of Goa for M.A. in English and are waiting for affiliation from Goa University.
- M.A. in English will commence in 2017-18

**Criterion III (Research, Consultancy and Extension):**

- Three faculty have been awarded Ph.D., namely, Mrs. Freda Cota e Pereira (Department of Psychology), Ms. Sonal Thakker (Department of Sociology) and Mr. Cosma Fernandes (Department of Konkani)
- The Research Cell of M.E.S. College of Arts and Commerce, Zuarinagar organized a state-level Faculty Development Programme-Workshop on ‘Applied Statistics and Econometrics’ from 6<sup>th</sup> April 2017 to 13<sup>th</sup> April 2017. Dr. Harip Khanapuri, Vice Principal, S.S. Dempo College of Commerce and Economics, Cujira, Goa was the resource person for this Faculty Development Programme. 24 participants from various colleges across the state of Goa participated in this Faculty Development Programme.
- The Department of Physical Education and Sports had conducted athletic training for Police selection as an extension service to the society. 26 trainees took part in the same. The classes were conducted after the college hours. Training was imparted by the College Director of Physical Education and Sports, Shri Shailesh G. Chodankar.
- As an extension service the Department of Physical Education and Sports had organized high jump coaching for people (8yrs and above Boys & Girls) from the surrounding areas from 10<sup>th</sup> April to 5<sup>th</sup> May 2017. 5 students registered for the camp. Rs. 100 was charged as entry fee. The timing for the same was 8.00 a.m to 10.00 a.m.
- The students were sensitized about ‘Visaka’ (Vittiya Saksharta Abhiyan) by Mr. Sandeep Kadam, Head, Department of Information Technology. The purpose of the ‘Vittiya Saksharta Abhiyan’ is to actively engage the youth/ students of Higher Education Institutions to encourage and motivate all payers and payees to use a digitally enabled cashless economic system for transfer of funds.
- The Alumni Association conducted a department-wise competition on civic sense.

**Criterion IV (Infrastructure and Learning Resources):**

- Under RUSA we have issued work order for repair and renovation amounting to Rs 14 lakhs.
- Order for the purchase of equipments such as 23 LCDs, 2 servers, 10 desktop computers, 1 printer and 1 laptop worth Rs 13,10,000 has been made.
- Automation is in process and is in the final stages
- A room is under construction for a stationery shop.

**Criterion V (Student Support and Progression):**

- Spoken Tutorial, A Massive Open Online Course (MOOC), is a free web-based distance learning program, under which a Libre Office package is offered by IIT Bombay. It is an NMEICT, MHRD Govt of India initiative to enhance IT/Software skill set of our students. 164 Students (33 BA students and 131 BCom students) have registered for Spoken tutorials and completed the training course in Libre Office by IIT Bombay NMEICT, MHRD Govt of India.
- The Placement Cell has been very active. 5 companies, namely, Infosys BPO Ltd., Solvers India, Alcon Hyundai, ICICI Bank and ICICI Prudential, visited the MES College Campus & recruited 79 students from M.E.S. College and other colleges.
- A Certificate Course in ‘Basics of the Theory of Music (Western Classical)’ has been introduced w.e.f. December 2016. 11 students have registered for the course.
- A Certificate Course in Spoken French has been introduced w.e.f. March 2017. 12 students have registered for the course.
- A Student Welfare Fund was initiated in May 2016, wherein the teaching staff have voluntarily made contributions for the benefit of needy students. 11 students were beneficiaries of this scheme.
- Meditation sessions were conducted by Dr. Rekha Gaonkar everyday before the commencement of lectures.
- The Department of Physical Education and Sports had organized yoga classes for college students. 8 students participated in the same. The classes were conducted in the morning from 7.00 a.m to 8.15 a.m from 16<sup>th</sup> January to 10<sup>th</sup> February 2017. Classes were conducted by Shri Namdev Chopdekar, who is a yoga expert.

**Criterion VI (Governance, Leadership and Management):**

- Vision and Mission statements of the College, Goals and Core Values have been changed and have been included in the Prospectus for 2017-18.
- Four college policies have been framed, namely, Admission Policy, Sports Policy, Library Policy and Dress Code Policy and will be finalized shortly.

**Criterion VII (Innovations and Best Practices):**

- The Value Education Cell has been formed. Three guest speakers were invited to address the students on ‘Importance of Value Education’, Peace and Humanity’ and ‘Life Values’
- The Resource Management Cell has launched the project ‘Re Paper’ bin wherein waste paper generated at various points on the campus is collected and is then being recycled. This paper is being sent to Ms. Roshan Bandekar, an entrepreneur who owns a unit

making bags, envelopes, etc. from handmade paper. The paper collected from MES College will be used to make gift bags.

- The 'MES Entrepreneurship Hub' has been formed to encourage students to explore their entrepreneurial talent.

### **PLANS FOR 2017-18**

The coordinator of the IQAC, Dr. Meenakshi Bawa, highlighted the plans for the academic year 2017-18. They were as follows:

1. Faculty evaluation by students will be done online for first year, second year and third year students.
2. Feedback about syllabus will be obtained from FY/SY/TY students with the introduction of CBCS.
3. The modalities for internal academic audit will be worked out and it is proposed to be done in every semester for every course.
4. A special induction programme will be conducted for new faculty so as to make them familiar with the ethos of the college.
5. New methodologies in teaching, learning and evaluation will be introduced. Debates/discussions would be introduced for all courses as part of teaching methodology. A feedback would be obtained from the students with respect to the topic discussed, issues raised and outcome/ conclusions.
6. Peer learning will be formalized and documented. This will be a form of learning wherein an academically bright student adopts an academically weak student.
7. An inclusive learning programme will be initiated wherein BCom/BA students will impart financial awareness and financial literacy to school students in the neighbourhood.
8. In May 2017, the College Director of Physical Education and Sports, Mr. Shailesh Chodankar will be conducting a survey on BMI (Body Mass Index) in the neighbourhood and will be prescribing exercises.
9. Many of our students come from economically backward sections of society. We plan to request the Alumni Association to come forward voluntarily to help the needy students. Alumni may voluntarily take responsibility of one child by paying fees.
10. It is proposed to start a Language Study Centre. French, Portuguese and Sanskrit will be languages taught.

The following **suggestions** were put forward:

1. New methodologies should be introduced for teaching, learning and evaluation. Teaching should be more application-oriented.
2. The College should register for the National Digital Library provided by the MHRD.
3. E-books and videos should be downloaded from e-pathshala and made available to the students.
4. Advanced learners may be given additional reading material/reference books/ e-learning resources.
5. Feedback should be obtained from teaching and non-teaching staff. A suggestion box could be placed in the office.
6. The anti-ragging policy should be put on the college website.
7. The Alumni Association could create a separate fund with a view to help the needy students who come from economically backward sections of society.
8. The 'earn while you learn' scheme could be introduced for the benefit of needy students.

**The following decisions were taken:**

1. Online admissions should be introduced from the next academic year.
2. Faculty evaluation by students should be done online for second year and third year students by next academic year.
3. Internal academic audit should be done in every semester for every course.
4. A special induction programme should be conducted for new faculty at the beginning of the academic year.
5. New methodologies in teaching, learning and evaluation should be introduced. Teaching should be more application-oriented.
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7. E-books and videos should be downloaded from e-pathshala and made available to the students.
8. Advanced learners should be given additional reading material/reference books/ e-learning resources.
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10. An inclusive learning programme should be initiated wherein BCom/BA students will impart financial awareness and financial literacy to school students in the neighbourhood.
11. Many of our students come from economically backward sections of society. The Alumni Association should be requested to come forward voluntarily to help the needy students. Alumni may voluntarily take responsibility of one child by paying fees.
12. A Language Study Centre should be established.

The meeting ended with the vote of thanks proposed by the Vice Principal, Shri. V.V. Sail.

**Dr. Meenakshi Bawa**  
**Coordinator, IQAC**